



City of Fitchburg Massachusetts 01420

CITY COUNCIL

Councilors at Large

**David Clark
Marcus L. DiNatale
Samantha M. Squailia
Anthony M. Zarrella
E. Thomas Donnelly**

President

Michael P. Kushmerek

Vice President

Amy L. Green

Ward Councilors

**Ward 1 – Amy L. Green
Ward 2 – Paul R. Beauchemin
Ward 3 – Joel R. Kaddy
Ward 4 – Michael P. Kushmerek
Ward 5 – Marisa R. Fleming
Ward 6 – Elizabeth R. Walsh**

Finance Committee

A meeting of the Finance Committee was called to order by Chairman DiNatale on Tuesday, June 12, 2018 at 6:04 PM in the Memorial Middle School Library, 615 Rollstone Street, Fitchburg, MA.

Committee Members present: Councilors Paul Beauchemin, Marcus DiNatale, Michael Kushmerek, Elizabeth Walsh, and Anthony Zarrella.

Other Councilors present: Councilor Samantha Squailia.

Others present: City Auditor Calvin Brooks, Police Chief Ernest Martineau, Public Works Commissioner Lenny Laakso, City Solicitor Vincent Pusateri, Wastewater Deputy Commissioner Jeffrey Murawski, Highway Superintendent Gary Withington, Fire Chief Kevin Roy, Cemetery Superintendent Jaquelyn Poirier, Cemetery Trustee Diane Ouellette, Human Resources Director Susan Davis, Director of Public Health Stephen Curry, Airport Manager Scott Ellis, City Treasurer Anne Cervantes, and members of the Inspectors Union and Wastewater Union.

170-18 ORDER: that there be and hereby is appropriated the sum of FORTY THOUSAND AND 00/100 DOLLARS (\$40,000.00) same to be charged against AVAILABLE FUNDS and credited to POLICE, CAPITAL EXPENDITURES, BUILDING REPAIRS for the purpose of replacing carpeting and ancillary repairs to the police station.

Discussion: The chairman read the May 30, 2018 letter from Chief Martineau requesting the funds. Councilors asked why carpeting, not vinyl tile, and were told that the carpeting is better because it is easier to keep clean and dampens the sound.

Action: Be adopted (5-0)

176-18 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Executive Office of Public Safety and Security grant in the approximate amount of \$2,625.00 (TWO THOUSAND, SIX HUNDRED TWENTY-FIVE AND 00/100 DOLLARS) for the purpose of said grant, which is to provide child passenger safety seats and education on their use to residents in need.

Discussion: The chairman read the May 16, 2018 letter from Chief Martineau requesting approval to spend the grant funds. Councilors asked about how many officers are trained in installation and how new parents can get assistance. The chief replied that there are two trained officers who go to various events and schools and who also respond to requests for assistance. The public can request help by calling the non-emergency line at the police department.

Action: Be adopted (5-0)

164-18 ORDER: that the Mayor is authorized to execute a Community Host Benefit agreement with NS AJO Holdings LLC, at 20 Authority Drive, as outlined in the enclosed order.

Discussion: City Solicitor Vincent Pusateri reported that this agreement is for adult use marijuana and provides for host fees for both the initial period and subsequent years. This group will also be participating in the community relations board.

Action: Be adopted (5-0)

165-18 ORDER: that there be and hereby is appropriated the sum of TWO HUNDRED THIRTY-TWO THOUSAND, ONE HUNDRED TWENTY-THREE AND 94/100 DOLLARS (\$232,123.94) same to be charged against RESERVED FOR APPROPRIATION, INSURANCE RECOVERIES OVER \$150,000 and credited to SCHOOL EXPENSES.

Discussion: The chairman read the May 22, 2018 letter from School Superintendent Andre Ravenelle requesting the funds. City Auditor Calvin Brooks explained that insurance proceeds from the Crocker School loss are over \$150,000 and by statute have to go to a Reserved for Appropriation Fund for further action by City Council. Part of the funds will be used to reimburse the School Department for the rental costs of replacement school buildings.

Action: Be adopted (5-0)

166-18 ORDER: that there be and hereby is transferred from within the sum of THIRTY THOUSAND AND 00/100 DOLLARS (\$30,000.00) same to be transferred from DPW TRAFFIC SIGNALS EXPENSE, EQUIPMENT (\$17,000.00) and DPW HIGHWAY GENERAL EXPENSE, GAS & OIL (\$13,000.00) and credited to DPW STREETLIGHTS, STREETLIGHT MAINTENANCE.

Discussion: The chairman read the May 30, 2018 letter from DPW Commissioner Lenny Laakso requesting the transfer. The streetlight work is partly done, but needs some coordination with Unitil to finish.

Action: Be adopted (5-0)

167-18 ORDER: that there be and hereby is appropriated the sum of TEN THOUSAND, EIGHT HUNDRED NINETY-EIGHT AND 00/100 DOLLARS (\$10,898.00) same to be charged against WASTEWATER ENTREPRISE FUND, RETAINED EARNINGS and credited to WASTEWATER PERSONAL SERVICES.

Discussion: Human Resources Director Susan Davis and Wastewater Deputy Commissioner Jeffrey Murawski reported that a lot of work went into contract negotiations to clean up some of the language in this and the following agreements. The city will be able to recoup educational expenses if an employee leaves too soon. This contract has a new vacation matrix, new telephone and cellphone use policies, a right for the city to install GPS, and no longevity for new hires. The three year COLA is 0%, 2%, and 2%. The three year cost is about \$140,000.

Action: Be adopted (5-0)

168-18 ORDER: that there be and hereby is appropriated the sum of SIXTY THOUSAND, FIVE HUNDRED FORTY-FOUR DOLLARS (\$60,544.00), same to be charged against AVAILABLE FUNDS and credited to accounts as follows:

| | |
|--------------------------------------|-------------|
| BUILDING – Personal Services | \$25,948.00 |
| POLICE – Personal Services | 618.00 |
| HEALTH – Personal Services | 32,324.00 |
| COUNCIL ON AGING – Personal Services | 566.00 |
| LIBRARY – Personal Services | 566.00 |
| EMPLOYEE BENEFITS – Other Benefits | 522.00 |

Discussion: Ms. Davis was joined by Public Health Director Stephen Curry. This contract also allows for recouping educational expenses, cellphone and telephone policies, GPS tracking, and drug testing. The three year COLA is 1%, 2%, and 2% and will cost about \$275,000. Changes were also made in the matrices, dropping two steps at the start and adding two steps at the end, to bring the city's salaries in line with surrounding communities.

Councilors thanked the inspectors for their work and recognized that it is harder to attract new employees than it is to retain experienced ones. There are a lot of old and out of code buildings in the city, so it is critically important that the city has good inspectors. Councilors were also glad the city is looking at the market rates of compensation in settling these contracts.

Action: Be adopted (5-0)

169-18 ORDER: that there be and hereby is appropriated the sum of SIXTEEN THOUSAND, NINE HUNDRED SEVENTY-EIGHT DOLLARS (\$16,978.00), same to be charged against AVAILABLE FUNDS and credited to LIBRARY, PERSONAL SERVICES.

Discussion: Ms. Davis reported that there is a need to look at all salaries and staffing at the library. Since there was not enough time to thoroughly review the contract, the current settlement is for one year. There will be a lengthier negotiation in the next fiscal year.

Councilors asked if this settlement was factored into the recently approved FY19 budget. Mr. Brooks replied that none of the three contracts being discussed in this meeting were included, because they had not been settled at the time the budget was presented.

Action: Be adopted: (5-0)

171-18 ORDER: that there be and hereby is appropriated the sum of THREE HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$350,000.00) same to be charged against AVAILABLE FUNDS and credited to FIRE, CAPITAL EXPENDITURES, VEHICLE REPLACEMENT for the purpose of acquiring a new pumper for the Fire Department.

Discussion: The chairman read the September 19, 2017 letter from Chief Kevin Roy requesting the funds. Chief Roy then stated that three of the four oldest vehicles in the Fire Department are pumpers and that one they are currently using is in bad shape. The department has been applying for grants, but has been unsuccessful in obtaining one.

Since the cost of a new pumper is \$525,000, Councilors asked where the additional funds will come from. Mr. Brooks responded that the mayor is waiting to see what happens in the next couple months. The balance of \$175,000 could come from the budgeted FY19 Reserve for Capital Spending, from free cash next year, or from the balance of the BF Brown insurance settlement.

Councilors expressed the need to be sure the city has adequate pumpers and equipment for emergencies. The chief said that a new pumper will not reduce manpower, especially since each new pumper comes with more and better equipment, and because of national standards concerning staffing of vehicles. There will be a pumper at each station and two in reserve, plus an engine tanker and a smaller engine for off road fires.

Action: Be adopted (5-0)

172-18 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED EIGHTY THOUSAND AND 00/100 DOLLARS (\$180,000.00) same to be charged against AVAILABLE FUNDS and credited to DPW, CAPITAL EXPENDITURES, EQUIPMENT for the purpose of acquiring a new Vac truck used to flush and vacuum storm drains.

Discussion: The chairman read the May 30, 2018 letter from DPW Commissioner Lenny Laakso requesting the funds. Mr. Laakso reported that the \$200,000 balance of the cost would be coming from FY18 stormwater (MS4) expenses.

Action: Be adopted (5-0)

173-18 ORDER: that there be and hereby is appropriated the sum of ONE HUNDRED THOUSAND AND 00/100 DOLLARS (\$100,000.00) same to be charged against AVAILABLE FUNDS and credited to AIRPORT REVENUE for the purpose of reducing the airport's deficit fund balance.

Discussion: The chairman read a May 30, 2018 letter from City Auditor Calvin Brooks requesting the appropriation. Airport Manager Scott Ellis said that the letter summed up the situation pretty well and that the airport has been operating at a loss because of the old runway and the loss of instrument landings. City Solicitor Vincent Pusateri stated that the city is renegotiating leases to increase airport revenue.

Councilors expressed the view that it matters that we anticipate the airport will be operating at a deficit until the runway issues are resolved. They asked that there be an update offered in mid-fiscal year (December) to City Council, because the airport will require more attention in the future. They were told that current debt service for the administration building is included in the general fund budget for FY2019 which City Council approved last week.

Action: Be adopted (4-1, Councilor Beauchemin in opposition)

174-18 ORDER: that there be and hereby is appropriated the sum of TWENTY-FIVE THOUSAND, THREE HUNDRED THREE AND 00/100 DOLLARS (\$25,303.00) same to be charged against AVAILABLE FUNDS and credited to AIRPORT EXPENSE, VEHICLE REPLACEMENT for the purpose of acquiring vegetation management equipment.

175-18 ORDER: that the City of Fitchburg hereby approves the expenditure of funds from the Massachusetts Department of Transportation, Aeronautics Division grant in the approximate amount of \$101,212.00 (ONE HUNDRED ONE THOUSAND, TWO HUNDRED TWELVE AND 00/100 DOLLARS) for the purpose of said grant, which is for the acquisition of vegetative management equipment for use at the airport.

Discussion: Item #174-18 and #175-18 were taken together. The chairman read a May 18, 2018 letter from Airport Manager Scott Ellis requesting the funds and authorizing the grant. Mr. Ellis said that acquiring this piece of equipment will allow the airport to better maintain vegetative growth. It is one of the issues affecting the limitations on instrument landings. The city has obtained easements to enter private property and manage the vegetative growth. Property owners can plant whatever they want, but if it grows too high, then the city can cut down that growth.

Councilors expressed the view that some vegetative growth acts as a sound barrier. Again, the concern is with the height of the growth, so there are ways to deal with the situation. The attachments on the proposed new vehicle will also allow for snow removal on the runway. The airport does have a John Deere tractor that can do some vegetative work, but that tractor is not suitable for the terrain in question.

Action: Item #174-18 Be adopted (4-1, Councilor Beauchemin in opposition)

Action: Item #175-18 Be adopted (5-0)

177-18 ORDER: that each prior order of the City Council that authorizes the borrowing of money to pay costs of capital projects is hereby supplemented to provide that, in accordance with Chapter 44, Section 20 of the General Laws, as most recently amended by the Municipal Modernization Act, so-called, the premium received by the City upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

Discussion: City Treasurer Anne Cervantes reported that prior to the Municipal Modernization Act (MMA), premiums could be used to pay issuance costs or for other capital projects. The MMA added a third option that allowed for the reduction of the amounts borrowed. This order will adjust loan orders approved prior to the MMA to allow for more flexibility in the use of premium proceeds.

Action: Be adopted (5-0)

179-18 PETITION: Jaquelyn R. Poirier, Cemetery Superintendent, to approve the attached price increases which were approved by the Board of Cemetery Trustees on April 19, 2018.

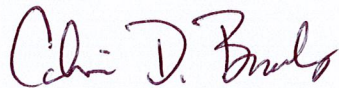
Discussion: Cemetery Superintendent Jaquelyn Poirier and Cemetery Trustee Diane Ouellette stated that there has been no increase in fees for graves and openings since 2007. The Cemetery Commission has approved an increase in the cost of a grave and opening from \$1,550 to \$2,000. There are additional fees charged if the opening occurs on a Saturday or Sunday because of overtime costs.

Councilors were pleased that the commission is reviewing rates and ask that they continue to review rates on a regular basis.

Action: Be adopted (5-0)

The meeting adjourned at 7:12 PM.

Respectfully submitted,



Calvin D. Brooks, Clerk

**City of Fitchburg
Available Funds Summary
Fiscal Year 2018**

| | | | |
|--|--------|--|-------------------|
| Available Funds Certified as of July 1, 2017 | | | 4,948,341 |
| Less Approved Appropriations: | | | |
| 11/21/17 | 258-17 | School Expenses | -632,438 |
| 11/21/17 | 259-17 | Stabilization Fund | -300,000 |
| 11/21/17 | 260-17 | OPEB Fund | -250,000 |
| 11/21/17 | 261-17 | Supplemental Appropriation to Several Departments | -123,433 |
| 11/21/17 | 262-17 | Building - BOA building maintenance & additional electrical | -18,000 |
| 11/21/17 | 263-17 | Election & Registration - Special Elections | -9,934 |
| 11/21/17 | 264-17 | DPW - Oak Hill Road Bridge (\$85,000 - \$25,000 Host Money) | -60,000 |
| 11/21/17 | 266-17 | Community Development - DEP Compliance | -9,825 |
| 12/07/17 | 289-17 | Fire - "Jaws of Life" | -165,000 |
| 12/07/17 | 290-17 | Fire - North Street Station Driveway | -20,000 |
| 12/07/17 | 291-17 | Fire - Support Vehicle | -36,000 |
| 12/07/17 | 292-17 | Police - Vehicle Replacement (5 vehicles) | -154,532 |
| 12/07/17 | 293-17 | General Insurance - Insurance Advisor | -30,000 |
| 01/16/18 | 003-18 | City Hall Renovation | -1,000,000 |
| 02/06/18 | 010-18 | Snow & Ice | -300,000 |
| 02/20/18 | 027-18 | Snow & Ice | -200,000 |
| 03/20/18 | 055-18 | Various Departments, Personal Services--Local 39 Contract | -130,283 |
| 04/17/18 | 094-18 | City Clerk, Personal Services, Overtime | -600 |
| 04/17/18 | 095-18 | Council on Aging, Building Maintenance | -65,000 |
| 05/01/18 | 107-18 | Various Departments, Personal Services - Teamster Contract | -91,592 |
| 05/01/18 | 116-18 | Snow & Ice | -120,000 |
| 05/15/18 | 117-18 | Veterans Benefits, Cash Benefits | -75,000 |
| 05/15/18 | 118-18 | Board of Health Sanitary Landfill Expenses, Contracted Services | -175,000 |
| 05/15/18 | 119-18 | Community Development, DEP Compliance | -4,320 |
| 05/15/18 | 120-18 | Various Departments, Personal Services - AFSCME Contract | -26,007 |
| 05/15/18 | 122-18 | School Department, Capital Projects, Longsjo Vacuum Pump, FHS Aud. | -95,000 |
| 05/15/18 | 141-18 | DPW, Highway Personal Services, Summer Help | -9,500 |
| 05/15/18 | 142-18 | Assessor Expense, Contract Services | -10,000 |
| Subtotal - Approved Appropriations | | | -4,111,464 |
| Balance Available | | | 836,877 |
| Less Proposed Appropriations: | | | |
| 06/05/18 | 168-18 | Various Departments, Personal Services - SEIU Inspectors Contract | -60,544 |
| 06/05/18 | 169-18 | Library, Personal Services - Library Contract | -16,978 |
| 06/05/18 | 170-18 | Police Department, Capital, Building Repairs - Carpeting | -40,000 |
| 06/05/18 | 171-18 | Fire, Capital, Vehicle Replacement - Pumper Truck | -350,000 |
| 06/05/18 | 172-18 | DPW, Capital, Equipment - VAC Truck | -180,000 |
| 06/05/18 | 173-18 | Airport Revenue | -100,000 |
| 06/05/18 | 174-18 | Airport Expense, Vehicle Replacement | -25,303 |
| Subtotal - Proposed Appropriations | | | -772,825 |
| Balance Available if Proposed Appropriations are Approved | | | 64,052 |
| Possible Appropriations: | | | |
| Snow & Ice | | | |
| Labor Contracts | | | |
| Demolition | | | |
| Building - Organizing Files | | | |
| Building - Common Area Maintenance | | | |
| Police - Handicap Accessibility | | | |
| Fire - Replace Engine 2 | | | |
| Marketing City | | | |
| Crocker Field Lighting | | | |
| DPW - Oak Hill Road Bridge | | | |
| DPW - Street Paving | | | |
| Schools - Phone System | | | |
| Schools - South Street School - West Building Façade and Roof | | | |

DEPARTMENT VEHICLE LIST

FIRE / FEMA

| DEPT | TITLE NO. | VEHICLE ID NO. | PLATE NO. | YEAR | MAKE | MODEL | Purch. Date | MILEAGE |
|-----------------|-----------|-------------------|-----------|------|-------------------|-------------------|-------------|---------|
| FIRE S-1 | BT894044 | 1FM5K8AR5JGB34101 | MFC910 | 2018 | FORD | Explorer | 4/23/2018 | 1,011 |
| FIRE K-1 | BS437512 | 1FM5K8AR9HGB94019 | MFC231 | 2017 | FORD | Explorer | 3/15/2017 | 8,340 |
| FIRE M-3 | BS343406 | 1GB3KYCY0HZ220547 | MF8628 | 2017 | CHEVY | Silverado | 2/24/2017 | 6,450 |
| FIRE E-1 | BS014284 | 1K9AF458XHN058491 | MFC237 | 2017 | KME | Panther | 11/30/2016 | 12,263 |
| FIRE R-1 | BR231219 | 1F9454729GH140404 | MFB495 | 2016 | FERRARA | Fire | 5/20/2016 | 4,051 |
| FIRE R-3 | BR458125 | 1FDUF5HT2GEA85217 | MFB493 | 2016 | FORD | 550 | 6/28/2016 | 43,164 |
| FIRE HM TRAILER | N/A | 55BNE1627G1003128 | G334 | 2016 | INTEGRITY | HAZMAT Trailer | 9/14/2016 | N/A |
| FIRE H-1 | BR450856 | 1FM5K8AR2FGA28678 | MF9168 | 2015 | FORD | Explorer | 7/15/2016 | 8,290 |
| FIRE E-4 | BP589487 | 1K9AF4284FN058967 | FIRE 156 | 2015 | KME | Panther | 3/6/2015 | 20,133 |
| FIRE DC | BN210210 | 1FM5K8ARXEGB29370 | FIRE 6955 | 2014 | FORD | Interceptor | 1/8/2014 | 32,160 |
| FIRE 10-C | BN070462 | 1FM5K8B8DGC40839 | FIRE 26 | 2013 | FORD | Explorer | 11/12/2013 | 33,465 |
| FIRE BOAT | 476773 | FS100007H313 | MF8618 | 2013 | FIRE SAFETY INT'L | Boat/Trailer | 12-03-2013 | N/A |
| FIRE K-2 | BN025429 | 1FMCU9G97DUA54626 | FIRE 1838 | 2013 | FORD | Escape | 10/29/2013 | 40,316 |
| FIRE GEN.T | BM420706 | 4TCSV185DH188566 | FIRE B157 | 2013 | TRIT | Generator Trailer | 5/8/2013 | N/A |
| FIRE F-2 | BL758756 | 1FDRF3H65CEC69565 | FIRE A290 | 2012 | FORD | F-350 / FAN | 10/9/2012 | 3,916 |
| FIRE TL-3 | BK356148 | 1K98F648XCNO58301 | FIRE A532 | 2011 | KME | Tower Ladder | 12/15/2011 | 27,814 |
| FIRE R-4 | BM041137 | 1FDUF4HT8BEB45858 | FIRE A523 | 2011 | FORD | F450 | 6/1/2011 | 99,764 |
| FIRE ST | BH803120 | 5WFB1629AW007450 | FIRE 2937 | 2010 | MISSION | Shelter Trailer | 1/29/2010 | N/A |
| FIRE ATV -1 | BF15Y708 | 5KTUS14147F191167 | FIRE 9859 | 2007 | KARAV/POLARIS | ATV/Trailer | 10/12/2007 | 975 hrs |
| FIRE R-2 | BE446367 | 1HTMKAZR67H457364 | FIRE 3231 | 2007 | KME | 4400 Internat'l | 4/10/2007 | 8,450 |
| FIRE E-6 | BC632997 | 1K9AF64816N058060 | FIRE 7418 | 2006 | KME | FIRE | 12/2/2005 | 20,691 |
| FIRE SAFE T | BE516782 | 1SSTT35T871155169 | 807396 | 2006 | SCOTTY | SAFE Trailer | 5/26/2006 | N/A |
| FIRE LT TOWER | N/A | 5AJLS16AA5B004227 | FIRE 7716 | 2005 | MAGNU | Utility Trailer | 11/3/2005 | N/A |
| FIRE F-3 | BC355160 | 1GBJK34255E308100 | FIRE 7718 | 2005 | CHEVY | Silverado | 9/13/2005 | 44,860 |
| FIRE C-9 | BC196726 | 1GNEK13Z55J250780 | FIRE 6466 | 2005 | CHEVY | Tahoe | 8/2/2005 | 73,610 |
| FIRE F-1 | BB891996 | 1FAFP261X5G167570 | FIRE A789 | 2005 | FORD | F500 | 5/25/2005 | 70,130 |
| FIRE E-7 | BB357481 | 1FDXX47Y85EB39957 | FIRE 5987 | 2005 | FORD | F450 | 1/14/2005 | 4,350 |
| FIRE CRT-1 | BB252447 | 1FDXE45SX5HA06331 | FIRE 8297 | 2005 | FORD | Eldorado | 12/10/2004 | 19,260 |
| FIRE E-2 | BA993601 | 4P1CE01A64A004342 | FIRE 2808 | 2004 | PIERCE | Enforcer | 8/31/2004 | 98,016 |
| FIRE TL-2 | AZ038712 | 4P1CT02W33A003079 | FIRE 8621 | 2003 | PIERCE | Tower Ladder | 4/22/2003 | 60,240 |
| FIRE E-5 | AQ756289 | 4P1CTO2U7VA000509 | FIRE 8646 | 1997 | PIERCE | Saber | 6/23/1997 | 115,344 |
| FIRE E-3 | AB492365 | 1M2A142C9JM001671 | FIRE 4685 | 1988 | MACK | CF | 12/3/1987 | 127,910 |

25 Vehicles
7 Trailers
1 Boat
1 ATV

Updated: June 2018